



RESEARCHING PAYROLL DATA PROCEDURE (PAY-P009)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of retrieving employee payroll data that is unavailable on the mainframe system.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Payroll Office Staff

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Finance Officer

4.0 DEFINITIONS:

- 4.1 Payroll Data: For this procedure this data is usually prior to 1988.
- 4.2 Microfilm: Filmed payroll data on reels.
- 4.3 Microfiche: Filmed payroll data on individual microfiche sheets.
- 4.4 Microfilm/Microfiche Digital Reader: Machine used to read data stored on reels or microfiche.

5.0 PROCEDURE:

- 5.1 Payroll receives request for employee payroll data with specific dates and personal identifying data.
- 5.2 Microfilm or microfiche is retrieved and searched according to data provided.
- 5.3 Information is printed from microfilm/microfiche digital reader.
 - 5.3.1 Data pertaining to the employee is underlined or highlighted.
- 5.4 Information is forwarded to requesting party.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 None identified.

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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None identified.

8.0 REVISION HISTORY:



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<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/05/04		Initial Release
11/13/08	A	Transferred from the Technology Dept, updated to reflect payroll procedure

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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